



State of California—Health and Human Services Agency  
**Department of Health Services**



**ARNOLD SCHWARZENEGGER**  
Governor

**DATE:** May 27, 2005

**PPL No. 05-006**

**TO:** Local Educational Consortia and Local Governmental Agency  
Coordinators for Medi-Cal Administrative Activities

**SUBJECT:** Notification of Local Education Consortia/Local Governmental Agency  
Medi-Cal Administrative Activities Time Survey Quarter for Local  
Educational Agencies Claiming Medi-Cal Administrative Activities for  
Fiscal Year 2005-2006

This is notification of the Local Governmental Agency (LEA) designated time survey week for the first quarter of fiscal year (FY) 2005-2006. The time survey results are used to determine the percentage of time spent on allowable Medi-Cal Administrative Activities (MAA).

The first quarter time survey period will begin August 26, 2005, excluding Saturday and Sunday. Local Education Consortia (LEC)/Local Governmental Agencies (LGA) must use the official LEA MAA Time Survey form. It is included in the California School-Based MAA Manual, and it is available to download at [www.dhs.ca.gov/maa](http://www.dhs.ca.gov/maa).

If five consecutive work days, when students are in attendance, cannot be completed before staff are out of session and will be out for more than one month:

- They must time survey upon their return;
- Time surveying must begin six days from the day children return to school per adopted district attendance calendar;
- Time surveying must continue for five consecutive school days following the first day children are in attendance.

If five consecutive workdays cannot be completed due to holidays or breaks of less than 30 days, staff must resume surveying upon the first day of return when students are in attendance per adopted district attendance calendar.

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If you have any questions, please contact Mr. Willie Holmes, MAA Analyst, at  
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Sincerely,

**Original Signed by Elizabeth Touhey**

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